

How to get your TPP invoice processed quickly (revised 7/7/06)

General Information

One of the goals of Office of Family Planning is to provide grant monies to our agencies in the most expeditious manner possible. In order to accomplish this goal, the agency must adhere to our invoice processes. All the information below, as well as detailed policies and procedures, can also be located on the internet at http://www.ofp.dhs.ca.gov/fiscal_admin.htm.

First and foremost, **budget and invoice documents must be submitted separately to the Department and not attached to any deliverable.** These documents are processed by different units and during mail sorting, the budget/invoice documents may not be easily recognized, thus delaying or preventing timely invoice processing.

The Agency must use the appropriate budget-invoice template to produce the documents. Instructions for completing invoices and budgets are located in the first tab titled 'Guide'.

Upon submission of a payable invoice, allow forty-five (45) to sixty (60) days until a check/warrant is fully processed through the Department and the State Controller's Office.

If you have any questions in regards to invoices or budgets, please contact your contract manager.